

Job Announcement

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Opening Date	December 11, 2014	Closing Date:	Open Until Filled
Job Title:	Drug Court Case Manager	Position Type:	Contractual Full Time
Pin:	940186	FLSA Status:	Exempt
Locations:	District 1, Baltimore City Baltimore, Maryland	Grade/Entry Salary Range:	J13 \$22.24 - \$26.59 (Depending on Qualifications)
Financial Disclosure:	Yes		

Regular State employees subject to promotion/demotion policy

Essential Functions: The Drug Court Case Manager will serve as the Problem Solving Courts (PSC) Case Manager responsible for facilitating and monitoring participant's participation and completion of ancillary service component of the drug court program. This position monitors the progress of behavior, attendance, skills learned, compliance, and implementation of the services and skills learned. In addition, the Drug Court Case Manager researches and engages community agencies and organizations to assure adequate resources are available and successfully involved in providing opportunities/services to program participants and performs drug testing collection/procedures with participants. The incumbent performs all other duties as assigned.

Education: Bachelor's degree in Psychology, Social Services, or related area.
Experience: Five years of experience in the field of health care, criminal justice, counseling, corrections, or law enforcement. Three years of experience overseeing, managing a case load with health, social service, or criminal justice needs.
Preferred: Documented case management training or certification.
Notes: This position does not require a license or clinical certification. This position will not act in a clinical capacity to diagnose, assess, or treat a participant at any time. No clinical supervision will be provided.

Skills/Abilities: Knowledge and experience in the field of clinical and or criminal justice case management. Ability to communicate effectively, follow directions, facilitate meetings, and conduct presentations. Ability to create and maintain critical relationships with organizations and work to enhance the PSC participant outcomes. Ability to maintain ethical standards and integrity among staff and participants. Ability to treat participants with respect and dignity, manage conflict, communicate and demonstrate an ability to make professional choices related to all participant activities which do not compromise the participants and their families, the court, the case, or the PSC team members. Knowledge of the general provisions affiliated with substance abuse and mental health services, correctional/community supervision requirements and state laws corresponding to charge history of participants. Ability to assimilate within the court process, adhere to established protocols, manage deadlines, provide a high level of customer service and disseminate information accurately and appropriately to participants and the public. Ability to exercise a high degree of confidentiality, judgement, tact, diplomacy, and competence in dealing with Judges, attorney's, court personnel, service providers, the public and participants. Ability to take directives, work independently, create and sustain community partners to promote the program and its purpose in the community. Ability to multi-task and manage a flow in program activity and change. Ability to think critically about the population and utilize program data and research to address service trends as well as participant and program needs appropriately. Ability to complete legal and field research and maintain an updated understanding of the field of Problem-Solving Courts, substance abuse, behavior and criminal justice best practices. Ability to complete a security clearance, inclusive of drug testing by the Maryland Judiciary, District Court Headquarters. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, location and PIN. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications sent to any other address.

Maryland Judiciary, HR Dept.
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.